



CONGRESSMAN RANDY FORBES
Serving Virginia's 4th District

ORGANIZATIONAL TOOL KIT

UNITED STATES
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PUBLIC DOCUMENT
 OFFICIAL BUSINESS

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Randy Forbes
 PRSRT STD M.C.



WWW.HOUSE.GOV/FORBES

TIPS ON AVOIDING IDENTITY THEFT

- ✓ SECURE OR SHRED YOUR MAIL AND TRASH.
- ✓ OPT-OUT OF PRE-SCREENED CREDIT CARD OFFERS AT 1-888-5-OPTOUT.
- ✓ DON'T CARRY YOUR SOCIAL SECURITY CARD.
- ✓ PAY ATTENTION TO WHAT SHOWS UP ON YOUR BILLS.
- ✓ DON'T GIVE OUT PERSONAL INFORMATION OVER THE PHONE, THROUGH THE MAIL OR ON THE INTERNET UNLESS YOU'VE INITIATED THE CONTACT OR ARE SURE YOU KNOW WHO YOU'RE DEALING WITH.

Find Out More!

- ✓ Free Annual Credit Report: www.annualcreditreport.com or 1-877-322-8228
- ✓ ID Theft Resources: www.consumer.gov/idtheft or 1-877-438-4338
- ✓ National Do Not Call Registry: www.donotcall.gov or 1-888-382-1222

CONGRESSMAN RANDY FORBES' ORGANIZATIONAL TOOL KIT

Your Social Security, Medicare, Veterans Benefits, and Tricare for Life Benefits are critical to your well being. Stay organized with this informational guide.



CONGRESSMAN
Randy Forbes
Serving Virginia's 4th District



CONGRESSMAN  RANDY FORBES

Dear Friend,

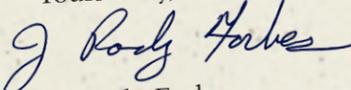
Staying organized and protecting our valuable information is not always an easy task in today's busy world. With increasing security concerns and more stringent identification requirements, the Federal Government can seem more and more complex.

On a daily basis we assist constituents with issues ranging from identity theft to Social Security to passports. We often find that people do not have the documents or information they need. As such, I've put together this Organizational Tool Kit to help guide you in managing your valuable documents and information. My office is here to help you when it comes to dealing with the Federal Government. My Constituent Services Team is on call in three district offices across Virginia's Fourth Congressional District. We can help if:

- You suspect you are a victim of identity theft;
- You are having trouble dealing with the Federal Government;
- You need consumer information or resources;
- You have questions about your Social Security, Medicare, military retirement, or veterans' benefits; or
- You are traveling internationally and need help with passports or travel advisories.

Thank you for allowing me to share this information with you. I hope you find it helpful. As always, if I can assist you or your family, please feel free to contact me at any one of my Congressional offices or online at www.house.gov/forbes.

With kind regards, I am

Yours truly,

 J. Randy Forbes
 Member of Congress

Organizational Tool Kit

Being organized will help you in the case of an emergency, but you must protect your information from identity thieves. Keep this organizational tool kit in a safe place! It is sensible to organize your important documents and records for speedy retrieval in one easily accessible and safe location known to as few people as practical.



My Vital Information

My name is: _____

My address is: _____

My telephone number is: _____

My emergency contact number is: _____

My Medicare number is: _____

My Social Security number is: _____

Organizational Checklist

To get organized, place each of these documents into a file folder with this checklist. Place a check next to the item when you have added it to your tool kit.

My Identification Documents

- Certified birth certificate
- Copy of my driver's license
- Military ID
- Passport
- Certified copy of divorce decree
- Certificate of Naturalization
- _____

My Federal Benefits Documents

- Certified DD214 or certified discharge document
- Civil Service ID card
- Federal Employees Health Benefit card
- Medicare card
- Medicare Part D card
- Military ID card
- Social Security card
- TRICARE card
- VA ID card
- _____

My Financial Documents

- List of insurance policies, such as automobile, personal liability, property, life, and health
- List of bank accounts, investments, and savings accounts
- Photocopy of credit cards and ATM cards
- Employment record
- Tax returns from past five years
- _____
- _____

My Personal & Medical Documents

- Medical insurance cards
- Health records, including physicians' names and addresses
- List of family members' and family advisors' names, addresses and telephone numbers
- _____
- _____

My Legal Records

- Living will/Advanced medical directive
- Durable power of attorney
- Marriage records
- Spouses' death certificate
- _____
- _____

My Property Documents

- Automobile Property Records
- Deeds and mortgages
- Household inventories
- Safe-deposit box item inventory
- _____

Important Federal Phone Numbers

- MEDICARE**
800-633-4227
- SOCIAL SECURITY**
800-772-1213
- TRICARE FOR LIFE**
877-874-2273
- TRICARE FOR LIFE, EXPRESS SCRIPTS**
866-363-8779
- FEDERAL PERSONNEL MANAGEMENT RETIREMENT SERVICES**
888-767-6738
- VETERANS AFFAIRS COMPENSATION & BENEFITS**
800-827-1000

VETERANS AFFAIRS HEALTH CARE BENEFITS

- 877-222-8387
- MY LOCAL SOCIAL SECURITY OFFICE:** _____
- MY LOCAL VA MEDICAL CENTER:** _____
- MY PENSION COMES FROM:** _____
- CALL:** _____
- OTHER:** _____
- OTHER:** _____
- OTHER:** _____
- OTHER:** _____

Washington, DC and District Offices:

• CHESAPEAKE

(757) 382-0080
 (757) 382-0780 Fax
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 Lake Center II – Suite 104
 Chesapeake, VA 23320
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 Colonial Heights, VA 23834
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Congressman Randy Forbes' Constituent Services Team

